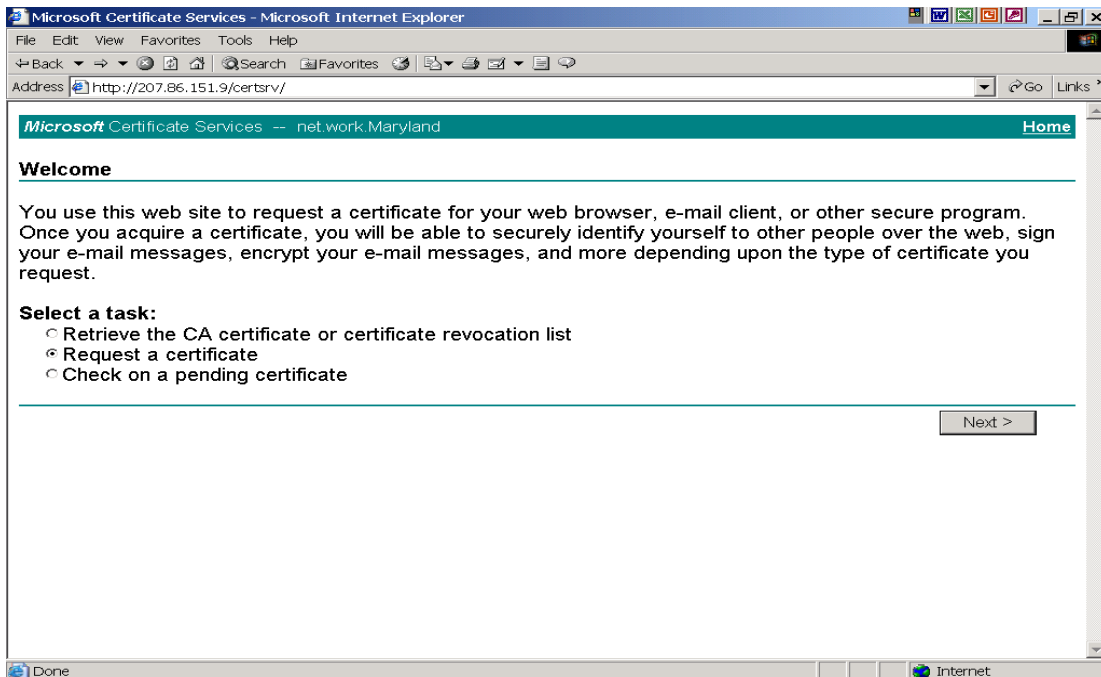


Procedures for Explorer browsers to obtain proper certificates to access OPSB Utility

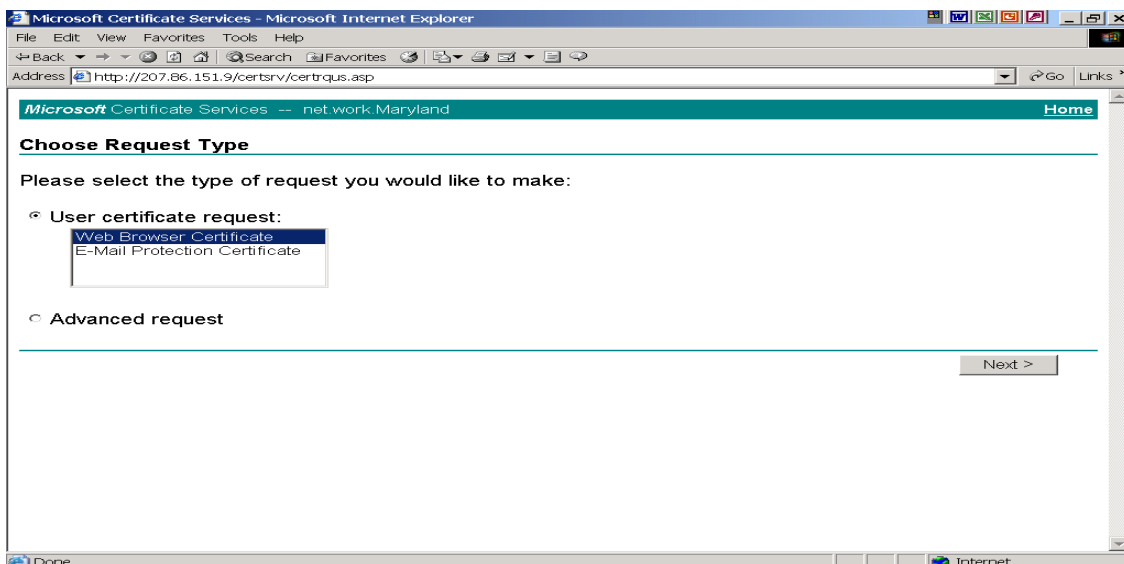
PRINT THESE DIRECTIONS FOR REFERENCE

To request a certificate:

1. The certificate will be loaded onto your computer. Whatever computer you request the certificate from is the only computer you will be able to use to access OPSB utility.
2. Using Internet Explorer, go to: <http://207.86.151.9/certsrv>
3. Select "Request a certificate". Then click Next.



4. Select "Web browser certificate". (It should be the default selection). Then click Next.



5. Fill in all of the requested information. Make sure you change the information to YOUR agency information. Then click Submit.

The screenshot shows a Microsoft Internet Explorer window titled "Microsoft Certificate Services - Microsoft Internet Explorer". The address bar displays "http://207.86.151.9/certsrv/certreqbi.asp?type=0". The page header includes "Microsoft Certificate Services -- net.work.Maryland" and a "Home" link. The main heading is "Web Browser Certificate - Identifying Information". Below this, a message states: "Please fill in the following identifying information that will go on your certificate:". The form contains the following fields: Name (Test Client User), E-Mail (testclientuser@dbm.state.md.us), Company (Fill in your Agency), Department (Fill in your Department), City (Fill in your City), State (Md), and Country/Region (US). A "More Options >>" button is located below the Country/Region field. A "Submit >" button is positioned at the bottom right of the form area. The status bar at the bottom shows "Done" and "Internet".

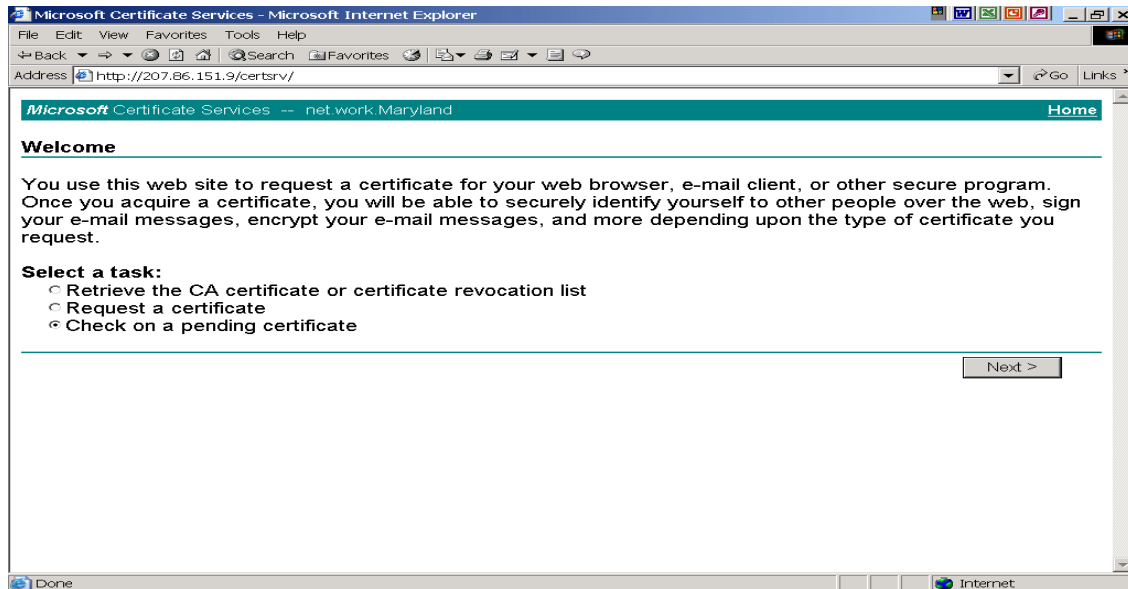
6. You will see message to return to the site when you receive an e-mail that your certificate has been issued.

The screenshot shows a Microsoft Internet Explorer window titled "Microsoft Certificate Services - Microsoft Internet Explorer". The address bar displays "http://207.86.151.9/certsrv/certfnsh.asp". The page header includes "Microsoft Certificate Services -- net.work.Maryland" and a "Home" link. The main heading is "Certificate Pending". Below this, a message states: "Your certificate request has been received. However, you must wait for an administrator to issue the certificate you requested." Another message follows: "Please return to this web site in a day or two to retrieve your certificate." A "Note" section states: "Note: You must return with this web browser within 10 days to retrieve your certificate". The status bar at the bottom shows "Done" and "Internet".

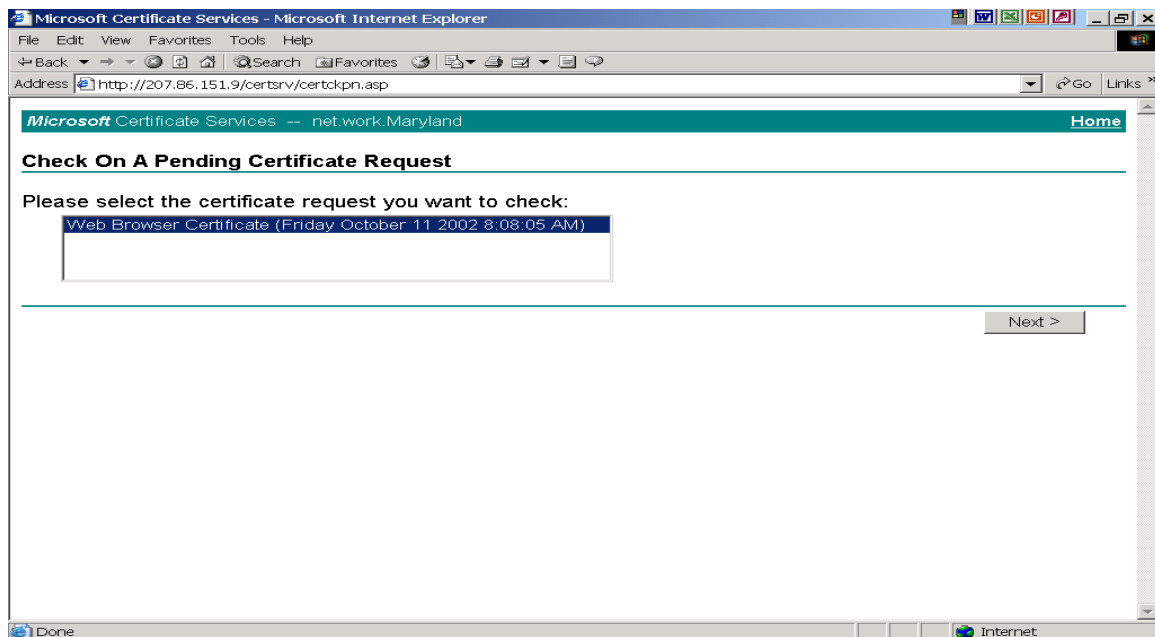
Once you have received the e-mail that your certificate has been issued you will need to install the certificate.

7. Return to <http://207.86.151.9/certsrv> after you receive the e-mail

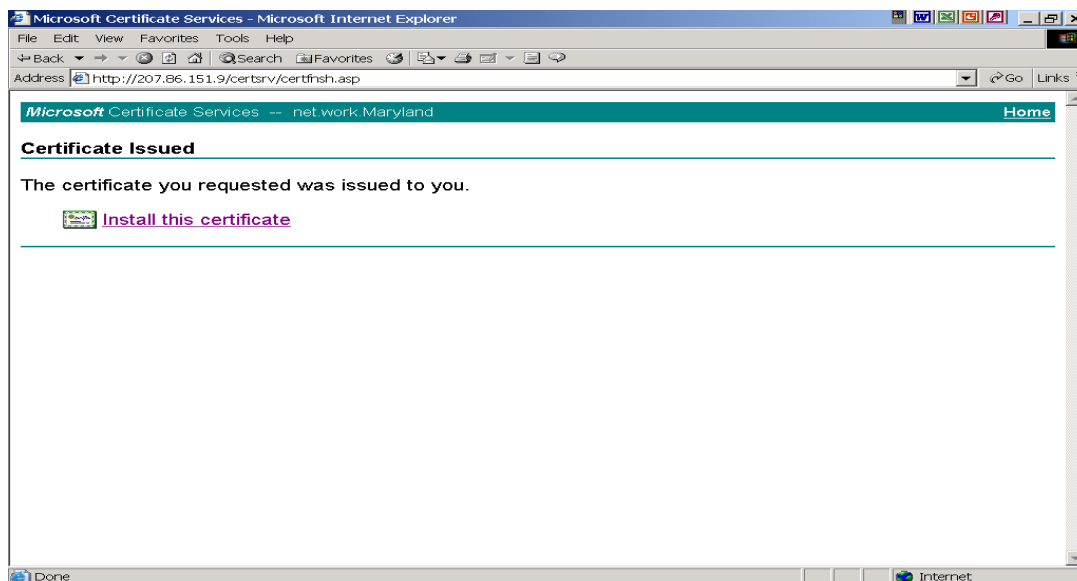
8. Select “Check on pending certificate”. Then click Next.



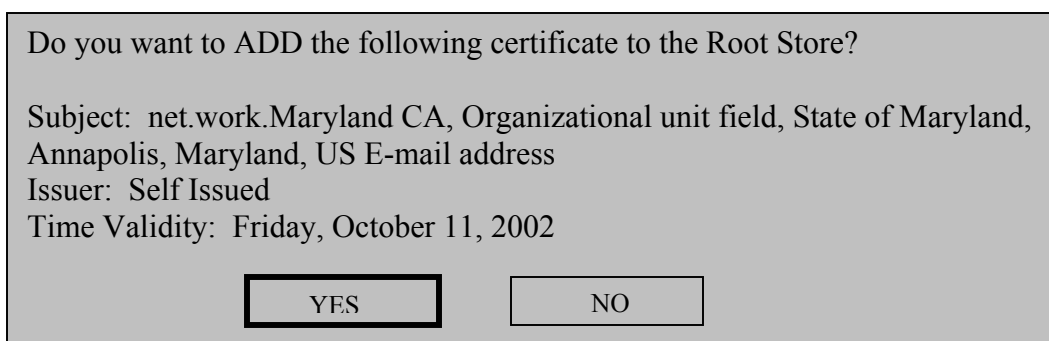
9. Select “Web browser certificate”. Then click Next.



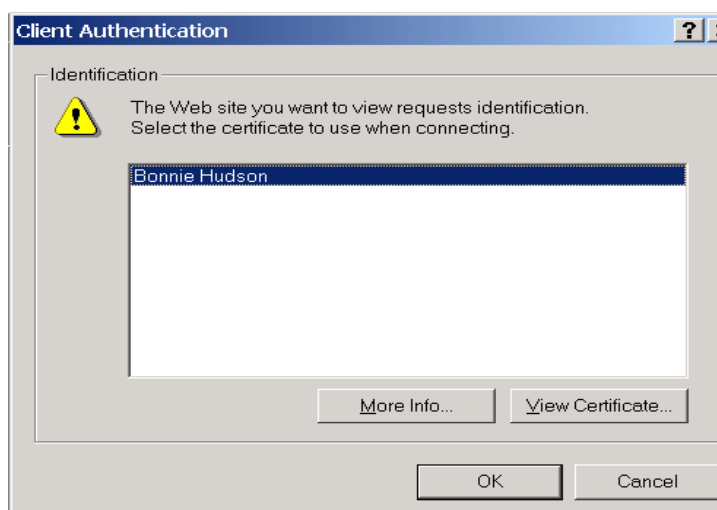
10. Click on “Install this certificate”.



11. Click “yes” to add the certificate to the root store. Congratulations, you have just finished installing your client certificate and root CA certificate.



12. When accessing the secure site, you will be asked to show your certificate. Select the correct certificate and click “OK”.



13. Now you can use the OPSB Utility.